Committee on Online Learning: Process for online course evaluations (updated Spring 2015)

Instructors who teach online or blended courses may be evaluated by the Committee on Online Learning (COOL). The goal of the evaluation is to provide formative feedback and supportive mentorship to instructors on their course design, course syllabus, and teaching strategies. The following outlines the evaluation process, standards, and forms needed for the evaluation.

Evaluation process for instructors:

1. Online instructors will be notified before their course begins that they have been identified for evaluation by COOL members. Instructors will be given the self-evaluation form. Online instructors will be asked to complete the self-evaluation form within the first 3 weeks of the course being offered to the COOL committee, and also include an electronic copy of their course syllabus.
2. Online courses will be visited during approximately weeks 3-5 of each course. Instructors will be notified one week before virtual visits begin, and the visits will not last longer than one week total.
3. The COOL visits will be done by two members of the committee, and a summary of the virtual evaluation will be filled out.
4. COOL will provide copies of their written evaluation to the online instructor as well as to the respective department chair, assistant dean, and dean. The instructor is then asked to respond to their evaluation and address any standard that was not met fully with a short description of how this goal will be achieved. Additional comments or clarification for the committee are also welcomed.
5. The COOL evaluation, self-evaluation, course syllabus and the instructor response will all be placed in the instructor’s file in the Dean's office.
6. COOL members will be available to help provide support and mentoring for any online instructor that requests assistance.

Timeline/rotation for instructors

1. Instructors who are new (or have only taught one time before) to teaching online will be selected for evaluation. Each semester, a subject area will be selected for online evaluation (including both seasoned and new instructors). After initial rotation below, subject areas will be rotated to a different semester.
   * Note: UNST/INST courses are typically only offered once per year – they will be evaluated during 2013-2014 whenever they are offered.
2. Instructors teaching online will be evaluated on a regular on-going basis, at least once every 5 years (please see flow chart on next page).

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>MSN courses</td>
<td>Business courses</td>
<td>HIST/COMM, Grad Education</td>
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<tr>
<td>2013-2014</td>
<td>SOCL UNST/INST*</td>
<td>Fine Arts courses/CRMJ UNST/INST*</td>
<td>PHIL/RLST</td>
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<td>2014-2015</td>
<td>MSN courses</td>
<td>PSYC/Addictions</td>
<td>ENGL/MATH/SCIENCE</td>
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Flow Chart for Committee on Online Learning Evaluation Process

1. Instructor completes self-evaluation form (within 3 weeks of start of course)

2. COOL conducts virtual visit 3-5 weeks after course starts & completes evaluation form. Evaluation is shared with instructor, dept. chair, assistant dean, and dean.

3. Instructor completes response form within 4 weeks of receiving COOL evaluation. Form is shared with dept. chair, assistant dean, and dean.

   - If satisfactory review and/or satisfactory progress planned, instructor will be reviewed again in 5 years.
   - If showing major deficiencies in one more areas (quality of online instruction or curriculum, use of Moodle, or lack of social presence or learning community), COOL chair will notify Dean and copy in VPAA.

   Dean will review instructor next time instructor teaches online. Evaluation is shared with instructor, dept. chair, assistant dean, COOL and VPAA

   - If unsatisfactory second review by Dean, instructor approval to teach online will be revoked.